

ADMINISTRATIVE - INTERNAL USE ONLY

15 March 1973

MEMORANDUM FOR: Deputy Director for Support
SUBJECT : Office of Training Weekly Report

1. Courses

a. Application of Information Science to Intelligence Functions

The four-week course began on Monday, 5 March, with a capacity class of 31 students, including ten from CIA. The balance of the class is constituted as follows: NSA-9, DIA-8, Naval Intelligence-2, and Air Force Intelligence-2. Once again applications for attendance greatly exceeded the capacity of the class.

b. Project Officer in the Contract Cycle

Last spring the Senior Training Officers of the Agency estimated a total of 145 attendees for the four scheduled runnings of this course in FY 1973. Since only 86 employees attended the four runnings, it appears we may want to reduce the FY 1974 contract to three courses.

c. Basic Operations

The course began on Monday, 5 March, at the []

[] with an enrollment of 50 students. Statistically the class looks

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like this: 19 are Career Trainees, and 31 are Internals, including 12 from the [] ages range from 27 to 47, with the average at 31; grade-range is GS-07-GS-12, with the average being GS-09; 22 students have less than one year with the Agency and three have served as long as 13 years; 24 have had previous overseas service with the Agency; six are women, only one of whom is a Career Trainee.

d. Effective Briefing

Too few applications were received to justify holding the regular running of this course scheduled for Friday mornings, 16 March - 18 May at the Chamber of Commerce building. As a result, the contract-instructor, [] will give an equivalent course during that time in [] for NPIC employees. NPIC has agreed to accept anyone who applied for the regular running.

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e. Office of Training Orientation

The third, and last session in the series of Office orientations for OTR personnel was held on 8 March. A total of 100 OTR employees attended the three sessions. The one-day program consisted of a review of the history and mission of OTR and descriptions by the school and staff chiefs of the activities for which they are responsible. The program was intended primarily as an orientation for new personnel but was found to be useful as a refresher for older hands.

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2. General

We understand from the Director of the Foreign Service Institute, Howard Sollenberger, that the Civil Service Commission would like a bigger hand in the coordination of language training in government. (This appears to be CSC's attempt to implement the recommendation in the report of the Government Accounting Office which urges closer coordination and sharing of information in the language training community. Mr. Sollenberger has replied in a letter to CSC's Chief of Training that the Interagency Language Roundtable has expanded its role in the past eight months to include a systematic evaluation of the language training community with a resultant increase in the exchange of information and the search for activities where additional coordination might be fruitful and yet bring about savings. He also invited the CSC to send an observer to the Roundtable meetings.

3. Notes

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In response to a request from [] the Agency's Coordinator for Academic Relations, the staff of OTR/SIWA is preparing an unclassified bibliography on China for [] to pass on to an academic contact. . .

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visitors were impressed with the small size of the staff and the variety and scope of Base activities. General Adams expressed complete willing-

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[REDACTED] OL, was scheduled to attend CSC's Seminar on Management of Organizations at Kings Point beginning Sunday, 11 March. A family emergency forced him to cancel on Friday, 9 March. We were unable to get a substitute on such short notice, and thus forfeited the tuition fee of \$670.... Because of oversubscription of the course, we were able to enroll only four of the six Agency employees nominated for FSI's Country Study on the People's Republic of China, 12-23 March.... Chuck Briggs will attend the "1973 Workshop on How to Improve Productivity" being conducted by the National Academy of Public Administration at Airlie House, 18-20 March. The workshop is being jointly sponsored by CSC, OMB, and GAO. Bernard Rosen, Executive Director, CSC, sent CIA's invitation to Mr. Colby who nominated Mr. Briggs.

4. Guest Speakers

Attached is a list of high-level guest speakers for the week beginning 18 March.

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[REDACTED]
HUGH T. CUNNINGHAM
Director of Training

Att

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Tuesday, 20 March, Contd.

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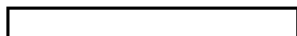


Latin American
Area Seminar

Special Site
1300 - 1600

Wednesday, 21 March

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Comptroller,
Intelligence Community
(Rescheduled from
5 March)

Senior Seminar

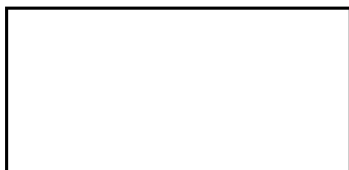
C of C, Rm. 1001
1000 - 1200

William E. Colby
DD/O

Senior Seminar

C of C, Rm. 1001
1400 - 1600

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Advanced Intelligence
Seminar

Hq., Rm. 1A-07
0900 - 1030

Allen Schick
Senior Specialist,
Am. National Govt.
and Public Administration,
Library of Congress

Advanced Intelligence
Seminar

Hq., Rm. 1A-07
1045 - 1215

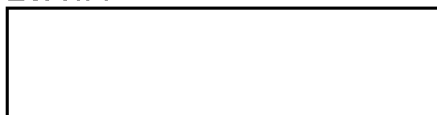
Senator
Charles McC. Mathias
(Republican, Maryland)

Advanced Intelligence
Seminar

Old Senate Off. Bldg
1415 - 1545

Thursday, 22 March

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Senior Seminar

C of C, Rm. 1001
0930 - 1200

Edward W. Proctor
DD/I

Senior Seminar

C of C, Rm. 1001
1400 - 1600

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Thursday, 22 March, Cont.

Richard Scammon
Director, Elections
Research Center,
Government Affairs
Institute, Wash., D. C.

Advanced Intelligence
Seminar

Hqs., Rm. 1/
0845 - 1015

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Advanced Intelligence
Seminar

Hqs., Rm. 1A
1030 - 1230

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Advanced Intelligence
Seminar

Hqs., Rm. 1A
1400 - 1600

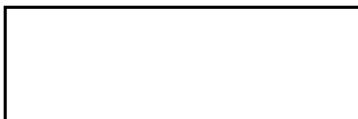
Friday, 23 March

Gus W. Weiss, Jr.
Senior Staff Member,
Council on International
Economic Policy

Advanced Intelligence
Seminar

Hqs., Rm. 1A
0930 - 1145

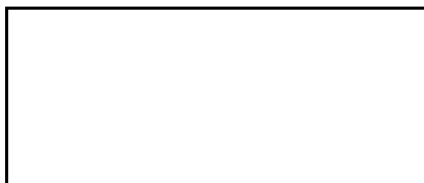
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Advanced Intelligence
Seminar

Hqs., Rm. 1A-
1300 - 1430

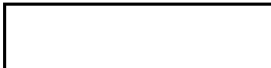
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Advanced Intelligence
Seminar

Hqs., Rm. 1A-
1445 - 1645

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Intelligence Production

Hqs., Rm. 1E-
1015 - 1100

William E. Colby
DD/O, (Host)

Brookings Conference

Hqs., Rms. 7D-
7E-26
1200 - 1420

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Friday, 23 March, Cont.
(Brookings Conference)

Participants:

Edward W. Proctor, DD/I

Carl E. Duckett, DD/S&T

[Redacted]

Robert S. Wattles, ADD/S (partially)

[Redacted]

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